

MEMORANDUM FOR: Chief, Supply Division, OL
Chief, Logistics Services Division, OL

FROM: [REDACTED] 25X1
Chief, Plans and Programs Staff, OL

SUBJECT: Monthly Reporting of Vehicle Mileage and
Fuel Consumption [REDACTED] 25X1

REFERENCE: Presidential Directive to Heads of Executive
Departments and Agencies, dtd 1 Feb 80,
subj: Required Reduction in Usage of
Federal Motor Vehicles (OL 0 0624)

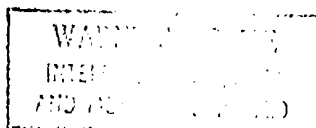
1. Executive Departments and Agencies were directed by Executive Order to reduce the use of automobile fuels by 10 percent for the twelve month period beginning April 1, 1979, as compared with the previous twelve months. Because progress has been disappointing overall, the referent Executive Order has directed that all Federal departments and agencies meet or exceed the 10 percent reduction during the months of February and March 1980, as compared to mileage traveled the same period in 1979. This order presently applies to all vehicles which consume gasoline. [REDACTED] 25X1

2. For managerial control and for future reporting requirements, it is requested that the following information be provided to the Plans and Programs Staff each month. [REDACTED] 25X1

(a) Identify the number and type of vehicles that are under total OL control for fuel usage. Provide the total miles driven by these vehicles and the total fuel consumed. This data will be used to calculate average miles per gallon for our fleet. Report separately for gasoline and diesel fuel. [REDACTED] 25X1

OL 0 0860

25X1



CONFIDENTIAL

(b) Identify the number and types of vehicles that are not under total control for fuel usage i.e., vehicles where users have credit cards or similar means of obtaining fuel. Provide total miles driven by these vehicles, and to the extent known fuel consumed.

3. The objective of collecting the data in Paragraph 2 is to quantify mileage and fuel consumption and establish the base line that is necessary for managerial and reporting purposes. Accordingly, the sum of the mileage reported in 2a and 2b above should be the total mileage driven by Agency personnel in government-owned or -leased vehicles. The total fuel will be the sum of the fuel reported plus purchases not under OL control. Purchases not under OL control may not be available, however, the fleet average miles per gallon from 2a above will give a good indication of the magnitude of externally procured fuel:

4. For checking purposes, also provide:

(a) Total amount of gallons of gasoline and diesel fuel dispensed by our pumps.

(b) Total dollars and gallonage that were reimbursed from OL imprest funds.

(c) To the extent known, the total dollars and gallonage purchased elsewhere via credit cards.

5. For your convenience, and to standardize reporting, a recommended format is attached. Please contact Plans and Programs Staff, on suggestions to simplify or improve these reporting procedures or for additional information.

Att.

REPORTING ACTIVITY: _____

DATE: _____

MONTH: _____

I. Fuel Consumption:

- A. Dispensed From Pumps
- B. Purchased Commercially
 - (1) OL Imprest Funds
 - (2) Credit Cards
- C. Interagency Motor Pools

\$Amount _____
 \$Amount _____

<u>Gasoline</u>	<u>Diesel</u>
_____ Gals.	_____ Gals.
_____ Gals.	_____ Gals.
_____ Gals.	_____ Gals.
_____ Gals.	_____ Gals.
_____ Gals.	_____ Gals.
_____ Gals.	_____ Gals.

TOTALS:

II. Total Miles Driven

- A. Sedans/Station Wagons
- B. Limousines/Vans
- C. Trucks
- D. Buses

<u>Gasoline Powered Vehicles</u>	<u>Diesel Powered Vehicles</u>
_____ Miles	_____ Miles
_____ Miles	_____ Miles
_____ Miles	_____ Miles
_____ Miles	_____ Miles
_____ Miles	_____ Miles

TOTALS:

_____ Miles _____ MILES

GRAND TOTAL MILEAGE:

_____ Miles

MILEAGE AND FUEL CONSUMPTION DATA (Cont.)

III. Types of Vehicles:

- A. Subcompact/Compact Sedans/Station Wagons
- B. Midsize Sedans/Station Wagons
- C. Large Sedans/Station Wagons
- D. Trucks
 - (1) Gasoline
 - (2) Diesel
- E. Buses
 - (1) Gasoline
 - (2) Diesel

OL Controlled

Not Under
OL Control

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTALS: